

## JOB PROFILE

<b>Job title:</b>	Cleaner
<b>Responsible to:</b>	Cleaning Supervisor and Site Manager
<b>Salary / Grade:</b>	Grade 1, Points 6 to 11 (pro rata applies)
<b>Working hours / weeks:</b>	15 hours per week in term time 3.00pm to 6.00pm Monday to Friday. Plus 5 cleaning days (8.30am – 11.30am) are required during holiday time on pre-arranged days directed by the Site Manager. Staff with less than 5 years' service are required to work on the 5 school INSET days per year (3.00pm to 6.00pm)
<b>Site:</b>	Friesland School

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

- To clean a variety of floor surfaces using the appropriate manual and electrical appliances.
- To remove debris such as chewing gum before commencing the cleaning process.
- To wet wipe and dry wipe surfaces as required.
- To clean toilets, washbasins and showers.
- To empty office and classroom litter bins and take to the waste collection point.
- To clean glass in doorways and partitions.
- To move classroom and office furniture as required in order to undertake the cleaning task.
- To leave the rooms ready for next day use.
- To clean marks from corridor walls.
- To shampoo carpets (when time allows).
- To carry out any other reasonable request from the Headteacher, Leadership Group or Line Manager in line with their pay grade.

### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

**Core Values:**

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

## PERSON SPECIFICATION

<b>Role:</b> Cleaner		E/D	A	I
<b>Experience</b>				
1	Previous experience in a cleaning environment	E	✓	✓
2	Health and Safety experience including COSHH and Manual Handling	E	✓	✓
<b>Knowledge and understanding</b>				
3	Understanding of the use of cleaning agents	E		✓
<b>Skills and abilities</b>				
4	The ability to implement and adhere to standards and procedures	E	✓	
5	Able to carry out the cleaning duties as described	E	✓	✓
6	Able to manage time effectively to complete tasks	E		✓
7	Able to work with minimal supervision	E		✓
8	Good interpersonal skills	E	✓	✓
<b>Personal attributes</b>				
9	Punctual and reliable	E		✓
10	Be flexible in order to complete tasks	E		✓
11	Take pride in delivering work to a high standard	E		✓
12	Smart appearance and professional manner	E		✓
13	Resilience, with the ability to work under pressure	E		✓
14	Demonstrate a high level of discretion and confidentiality	E		✓
<b>Other</b>				
15	A commitment to uphold and promote equality of opportunity	E		✓
16	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

**KEY:** ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** September 2018